

Questions:

- (1) Please supply an artifact list and measurements as indicated in the RFP so we can commence analyzing this move.

Specifically at this time we seek to understand the number of artifacts/boxes whose counts are undefined in the RFP document:

- 1st Floor Storage (primarily large objects)
- 3rd Floor of Charlotte Capers
- # of Map file units (and # drawers per unit)
- Boxed and Unboxed items in B17

- (2) I would like to request dimensions and piece details for the items in the collection that will need packing prior to moving. Could you please send me the list so I can create an accurate estimate?

Answer:

Attached you'll find a list of artifacts and their dimensions (if available).

Please note that the artifacts that will need semi-permanent pallets are highlighted in bright yellow. All other artifacts are color coded by room.

As for the other questions:

Mapfiles: There are 15 mapfile units with 5 drawers per unit. That makes a total of 125 drawers.

B17: All of the objects in B17 are noted in the list. Vendors can refer to the spreadsheet to determine whether or not the object is boxed.

The things which are already boxed will likely not require any further packing (for the most part, anyway).

- (3) Scope of services – Is there flexibility on the deadline for completion? If the contract is awarded on July 19, it will take time to schedule the crew and get them on site. This planning time, coupled with the amount of time required on site, will mean the job might not be completed by August 21.

We plan to be ready to receive the collections and have them delivered by August 21. This date is firm now.

- (4) Availability of funds – if the job is cancelled due to lack of funds after the work has commenced, is the vendor guaranteed payment for work already completed? **Yes.** Is the vendor guaranteed payment for costs accrued (such as hotel, per diem, travel, etc) during the 10 day period required for written notice of cancellation?

Vendors will be paid for work that has been performed and contractual costs that have been accrued.

- (5) Indemnification –Is there an alternate clause available?

There is no alternate indemnification clause available.